

**Basingstoke and Mid-Hants Athletic Club
Committee Posts
Role Profile**

Committee role – Honorary Secretary

Purpose of role:

To be a link between committee members, post holders, general membership and the wider athletic family, performing general administrative and secretarial duties for the club. This will include general correspondence with local, community and national bodies, and maintenance of club documentation such as club rules.

Key Tasks and responsibilities:

- Be the first point of contact for all enquiries usually via the secretary's email account and forwarding mail to relevant committee members
- Representing the club at meetings when necessary (e.g. local sports council)
- Dealing with/forwarding correspondence (local council & insurance).
- Affiliating the club to governing bodies, and being the point of contact for the governing bodies (emails and mail)
- Ensure that club data held on NGB database is updated.
- With support and input from team Managers, compile the club Track and Field fixtures list and book the track, equipment and first aid for home matches.
- Organise the club's annual general meeting (AGM).
- Maintain and update the club rules as agreed by the Committee.
- Maintain a record of club office holders, officers and post holders and their contact details.
- Maintain contact with other club officers when required i.e. Public Relations Officer, Club Welfare Officer, Officials Coordinator, Refreshments Coordinator, and Website Manager.
- Participation in various sub-committees where required.

Estimated commitment:

5 hours a month (2 hours at Committee meeting, 3 hours a month administration and general committee business).

It may be appropriate to attend 1 or 2 meetings per year on behalf of the club.

Nov 2016

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